

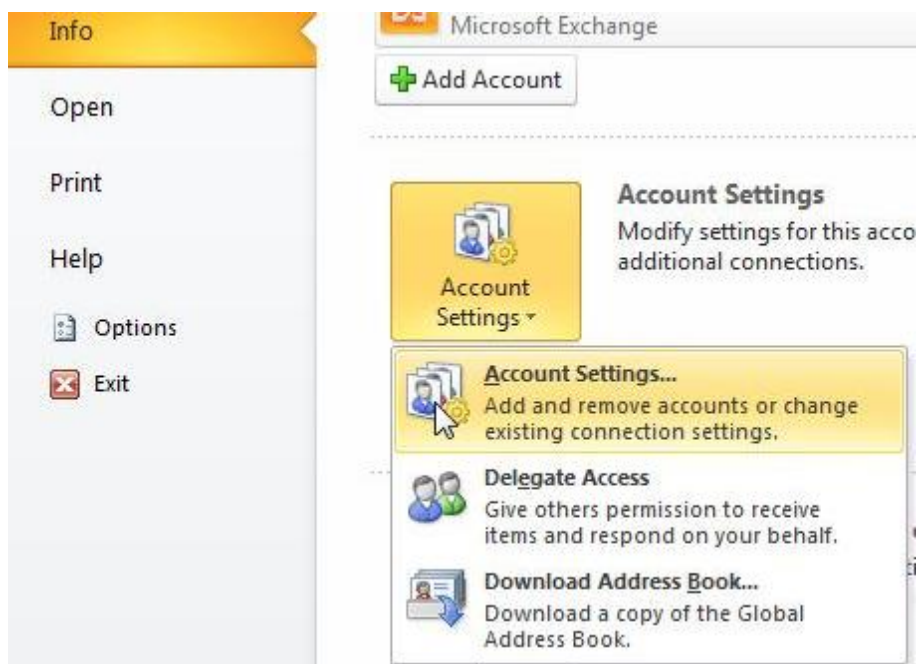
Outlook 2010 - Adding Additional Mailboxes

Many departments have shared mailboxes. This means that folders such as the Inbox, Calendar, Contacts and Tasks may be accessible to some or all the members of your department. Once access permissions have been allocated to the mailbox, you are then able to add the mailbox to your own Navigation Pane so that you have quick easy access to it. For more information on setting access permissions, see [Granting Delegate Access to your Email](#)

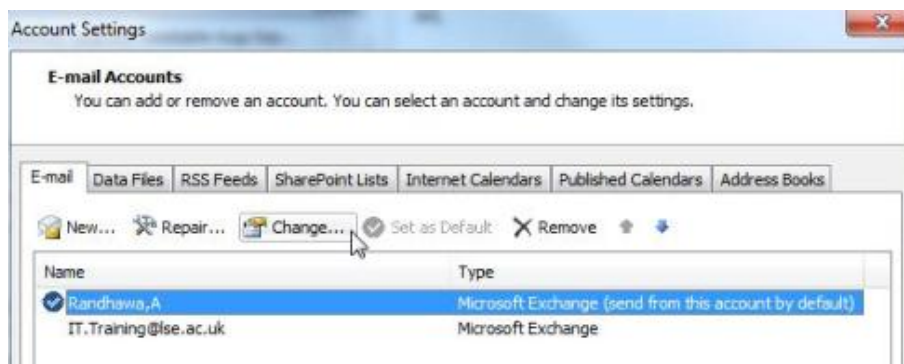
Adding additional mailboxes

To add an additional mailbox:

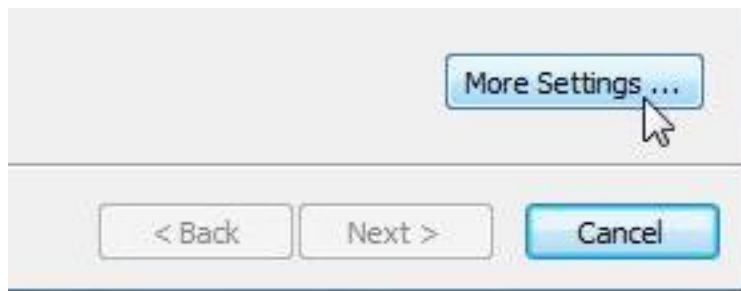
1. Click **File tab | Info | Account Settings | Account Settings...** *The Account Settings dialog box will pop up*



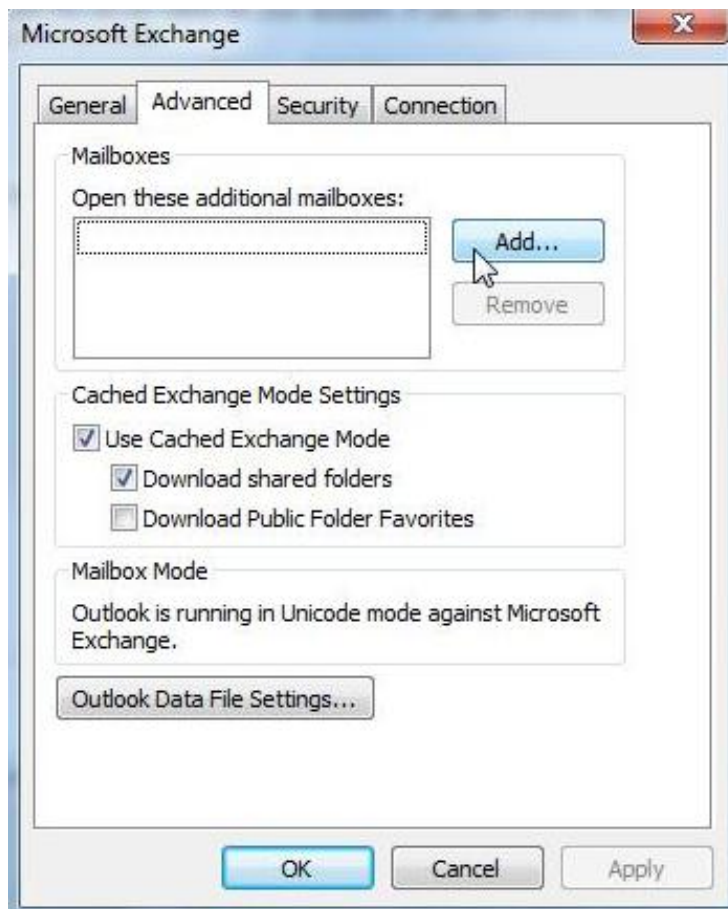
2. Select your default account and click **Change...** *The Change Account dialog box will appear*



3. Click on **More Settings...**



4. Select the **Advanced** tab and then click on **Add**



5. Enter the name of the additional mailbox into the **Add mailbox** field and click on **OK**. The additional mailbox has now been added



6. Enter the name of the additional mailbox into the **Add mailbox** field and click on **OK**. The additional mailbox has now been added.



7. Click on **OK**.

8. Click on **Next**.

9. Click on **Finish**. The additional mailbox has now been added to the Navigation Pane.

